U.S. Embassy
English Access Microscholarship Program (Access) for Tibetan Refugees
Request for Proposals
June 5, 2015

Introduction

The English Access Microscholarship Program (Access) provides a foundation of English language skills to talented 13-20 year-olds from economically disadvantaged backgrounds through after-school classes and intensive sessions. As well as English language, students learn about personal development, basic computer literacy, leadership skills and U.S. culture and values. Access gives participants skills which can lead to better jobs and educational prospects. Participants also gain the ability to compete for and participate in future exchanges and study in the United States. Since its inception in 2004, approximately 95,000 students in more than 85 countries have participated in the Access Program. In Nepal, since 2011, approximately 600 students have participated in the Access Program. For more information, see http://exchanges.state.gov/non-us/program/english-access-microscholarship-program and the English Access Microscholarship Program Headquarters Facebook Page

This call is to solicit project proposals from NGOs and educational institutions interested in implementing this two-year program beginning in November 2015 and contingent upon funding of a fixed amount.

Program Description and Requirements

- Two sites: Pokhara and Kathmandu
- 40 students at each site.
- Class size 20 students
- Two year program
- 350 afterschool session hours
- Afterschool sessions held on a regular basis with curriculum of English language, basic computer skills, U.S. culture and enhancement activities for personal development
- 40 intensive session hours held in one week-long overnight camp to include English language and team building activities as well as other programs such as yoga, art, drama, environmental education and an orientation to the U.S. Embassy Book Bus
- Community service projects to be chosen by the students for their communities
- Guest speakers
- Opening and closing certificate ceremonies in collaboration with U.S. embassy officials
- Quarterly reporting to track student attendance and performance, program expenditures,
- Additional more frequent reporting on special activities

<u>Successful proposals will include the following elements:</u>

- Justification of why the organization is qualified to carry out this program
- Demonstrated experience teaching or working with youth
- Demonstrated experience with report writing and budgeting
- Proposed plan to recruit qualified teachers to design curriculum and deliver classes in line with the purpose and goals of Access with training through RELO office
- List of potential administrators, coordinators, teachers and materials
- Proposed plan for student recruitment including advertising, holding entrance tests, interviewing and contracting an equal number of male and female students
- Proposed plan for site monitoring and evaluation
- Proposed locations of class sites which meet standards of functionality (adequate rooms, furniture, toilet facilities, electricity, Internet access, computer lab or similar) close to settlements

<u>Funding</u>

The U.S. Embassy will provide the amount not to exceed $100,000 USD for the project contingent upon funding.

<u>Application Procedure and Deadline</u>

For proposals to be considered, they must include the following information on the organization's letterhead:

- Organization contact information
- DUNS number (see "Eligibility" section for further details)
- Bank account in name of organization
- Background of organization and leaders
- Project narrative
- Budget

Proposals should be submitted via email no later than **July 6, 2015** to RELOKathmandu@state.gov with the subject line "English Access Microscholarship Program for Marginalized Populations."

<u>Selection Process</u>

The U.S. Embassy will review all proposals submitted by the deadline. If additional information is required, the U.S. Embassy may contact organizations after the deadline. The U.S. Embassy will inform the selected organization no later than **August, 15 2015.**

Eligibility

Any NGO, educational institution or business organization registered in Nepal may submit a proposal. Cost-sharing or matching funds is encouraged but not required. In order to receive funding from the U.S. Embassy, an organization must have a Data Universal Numbering System (DUNS) number. Detailed information on how to obtain a DUNS number at no cost is available at: http://fedgov.dnb.com/webform. All organizations should submit their request for a DUNS number before submitting their proposal.

Reporting Requirements

The selected organization will be required to consult closely with U.S. Embassy staff. The organization will be expected to provide status updates as requested and will be required to submit a final report quarterly. Additionally, the organization must submit all financial records to the U.S. Embassy at the conclusion of the project.